



SOLAR ENERGY PROGRAM RESIDENTIAL SOLAR ELECTRIC PROCESS CHECKLIST

Installing a residential solar system is an enormous undertaking and we appreciate the time that you've put into this decision. In order to assist you through the process, SRP has developed this process checklist so that you can monitor where your application is at in the process. Please note that it typically takes three to four months to process a residential solar electric application.

Process Step		Complete
Step 1	The Customer and/or Contractor completes an application packet and submits it to SRP. A complete application packet includes: <ul style="list-style-type: none"> • A completed application with all necessary signatures. • A three-line electrical diagram as described in Section VI of the application. • A site plan as described in Section VI of the application. • A quote on company letterhead that includes the customer's name and address, system description, estimated installation date, and cost. 	
Step 2	SRP will review the application packet for completeness. If everything is in order, SRP will reserve an incentive within 5-7 business days following receipt of the application. An e-mail will be sent notifying the applicant that the incentive has been reserved. If additional information is needed, SRP will notify the applicant prior to reserving the incentive.	
Step 3	The design drawings will be reviewed by SRP's Distribution Design group. The Contractor/Customer will be notified if there are any issues with the drawings or if additional information is needed.	
Step 4	Once SRP's Distribution Design group has determined that the drawings are in order, an SRP Distribution Design Consultant will contact the Contractor/Customer to schedule an on-site Pre-Installation Meeting.	
Step 5	SRP's Distribution Design group will provide feedback at or following the Pre-Installation Meeting. If there are issues, the Contractor/Customer will need to resolve these issues before the application will continue on through the process.	
Step 6	Contractor must apply for and receive all applicable building permits.	
Step 7	Upon approval to proceed from SRP, the Contractor may commence installation of the Generating Facility.	
Step 8	SRP will prepare an Interconnection Agreement and Bill of Sale for Environmental Attributes, which will be mailed to the Customer.	
Step 9	The Customer must mail two signed copies of the Interconnection Agreement and the Bill of Sale for Environmental Attributes back to SRP.	

Process Step		Complete
Step 10.a	Upon completion of construction of the Generating Facility, the Contractor must contact the appropriate authority having jurisdiction to inspect the system. The appropriate authority having jurisdiction must submit a clearance to SRP indicating the Generating Facility has passed inspection, unless a Certificate in Lieu of Clearance is submitted as provided under Step 10.b.	
Step 10.b	If the appropriate authority having jurisdiction will not inspect the system, the Contractor and Customer must sign and submit to SRP a Certificate in Lieu of Clearance.	
Step 11	The Contractor must submit a signed copy of the Residential Solar Electric Installation Certification to SRP.	
Step 12	Once the Customer/Contractor has submitted the Installation Certification and has obtained the City Clearance or Certificate in Lieu of Solar Clearance, the Customer/Contractor must contact the EarthWise Solar group to schedule a final inspection.	
Step 13	An SRP Inspector will visit the site and perform a Post-Installation review.	
Step 14	Upon successful completion of a Post-Installation review and receipt of the signed Interconnection Agreement and Bill of Sale for Environmental Attributes, SRP will schedule a time to perform an Interconnection Test and complete the meter installations.	
Step 15	Upon successful completion of the Interconnection Test and the setting of the meters, the Customer will be able to energize the Generating Facility.	
Step 16	Upon receipt and verification of all required documentation, SRP will process an incentive check within 6-8 weeks and will mail this check to the Customer or designated third-party recipient.	